

STUDENT HANDBOOK

2023-2024

Oyster River High School

**Empowering
Positive Pathways**



2023-2024

55 Coe Dr.

Durham, NH 03824

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Oyster River Philosophy

The philosophy at Oyster River High School is that students will be challenged to meet high expectations within a context of caring. Faculty members make demands of students at the same time they are supportive and encouraging. The Board policy of individualized instruction is taken very seriously. All students are challenged to meet their potential in heterogeneously grouped classes. The result of this approach to education is that students excel in basic skills while they also develop the life skills of discipline and teamwork. ORHS graduates have received a great deal of practice in thinking as well as in reading, writing, speaking, and listening. They leave the school well prepared for further training and for full participation in the world of work.

Oyster River Mission Statement

Oyster River High School promotes a safe and nurturing community where the uniqueness of each member is valued. In this spirit, we are committed to becoming educated, ethical, responsible citizens who strive to contribute positively toward the betterment of ourselves, our school, our society, and our world.

Vision of a Graduate

As ORCSD students strive to master transferable and academic, social and emotional skills, our graduates will be capable and empowered individuals who demonstrate a critical awareness of self and an empathetic awareness of others.

Awareness of Self: ORCSD students will demonstrate resilience and adaptability as independent thinkers through being self-directed, self-regulated and self-advocates who understand themselves as learners.

Awareness of Others: ORCSD students will demonstrate ethical, empathetic and respectful thinking through being collaborative, responsible community members both locally and globally.

Transferable Skills and Knowledge: ORCSD students demonstrate a growth mindset and master transferable foundational skills and knowledge through critical thinking, effective communication, problem-solving skills and healthy risk taking.

ORHS 21st Century Learning Expectations

In order to prepare ORHS students for full participation in society and the world of work, we are committed to emphasizing the following 21st Century Learning Expectations throughout our students' high school experience.

1. Knowledgeable Person
 - a. Possesses content knowledge obtained through a variety of educational experiences.
 - b. Connects and relates content knowledge in new contexts.
 - c. Recognizes one's own strengths and weaknesses.
2. Skilled Information Processor
 - a. Gathers information and evaluates its validity.

- b. Effectively translates issues and situations into manageable tasks that have a clear purpose.
 - c. Applies a variety of strategies to organize and interpret information.
3. Critical and Creative Thinker
 - a. Actively engages in innovative and analytical thinking for a variety of purposes.
 - b. Constructively questions assumptions and preconceptions.
 - c. Expresses an independent and informed perspective.
 4. Self-Directed Learner
 - a. Comes to school prepared to learn.
 - b. Uses knowledge of one's own strengths and weaknesses to set goals and make informed decisions.
 - c. Utilizes available resources for academic and non-academic success.
 - d. Takes initiative to complete tasks, meet deadlines, and achieve goals.
 5. Responsible Citizen
 - a. Seeks opportunities to participate positively and productively in our local and global communities.
 - b. Demonstrates ethical behavior and encourages others to do so as well.
 - c. Demonstrates awareness of and values personal and community health and wellness.
 - d. Demonstrates ethical and balanced use of technology.
 6. Effective Communicator
 - a. Clearly expresses ideas in a variety of formats, technologies, disciplines, and genres.
 - b. Uses evidence logically and ethically to support claims.
 - c. Advocates effectively for one's own personal and academic needs.
 - d. Communicates with purpose, courtesy, and respect.
 7. Collaborative Worker
 - a. Values others' ideas and contributions.
 - b. Works cooperatively to achieve group goals.
 - c. Fulfills individual responsibilities for the betterment of the group.

Notice to Students and Parents

Students and their parents/guardians are responsible for reading and following the rules in this handbook. This handbook has been developed within the framework of the policies of the Oyster River School Board. In case of a conflict between a Board policy and the rules in this handbook, the policy will prevail. The school reserves the unlimited right to make changes to the handbook at any time without prior notice. The handbook is provided solely for the convenience of staff, students, and parents, and to the extent permissible by law, the school expressly disclaims any liability that may otherwise be incurred. Parents/guardians and students are encouraged to contact a member of the administration if they have any questions about the contents of the handbook. A copy of the Board's policy manual is available on the district website: <https://www.orcsd.org/school-board/policies>

Contact Information

| | |
|--------------------------------------|---------------------|
| Oyster River High School | 603-868-2375 |
| School Nurse | 603-868-2375 x 6005 |
| Athletic Department | 603-868-2375 x 6007 |
| ORHS Fax | 603-868-1355 |
| ORCSD Transportation | 603-868-5100 x 2601 |
| SAU office | 603-868-5100 |
| Title IX Contact (Catherine Plourde) | 603-868-5100 |

Schedules

Oyster River High School Schedules

Daily Schedule

Daily Schedule:

| <u>BLUE DAY</u> | | <u>WHITE DAY</u> | |
|-----------------|---------------------------------|------------------|--------------------|
| 1 | 8:15-9:35 | 1 | 8:15-9:35 |
| 2 | 9:40-11:00 (Advisory/FLEX 1) | 2 | 9:40-11:00 |
| 3 | 11:05-1:00 (lunch) | 3 | 11:05-1:00 (lunch) |
| FLEX 2 | 1:05-1:35 | FLEX 3 | 1:05-1:35 |
| 4 | 1:40-3:00 | 4 | 1:40-3:00 |

The “Get Ready” bell rings at 8:10. The school day officially begins at 8:15 am and ends at 3:00 pm.

The schedule will follow: Two-day rotation - Blue/White/Blue/White

Students can come into the building beginning at 7:45 am.

Students may be in the building after school if they are a part of adult supervised activities.

2 Hour Delay Schedule and Remote Schedule

| Blue / White Delay Schedule | |
|-----------------------------|-----------------------|
| 1 | 10:15 – 11:15 |
| 3 | 11:20 – 12:50 (Lunch) |
| 2 | 12:55 – 1:55 |
| No Flex | |
| 4 | 2:00 – 3:00 |

| REMOTE Schedule | |
|-----------------|---------------|
| 1 | 8:15 – 9:15 |
| 2 | 9:20 – 10:20 |
| 3 | 10:25 – 11:25 |
| LUNCH | 11:30 – 12:00 |
| 4 | 12:05 – 1:05 |

Emergency Closing/Delay Information

WMUR Channel 9

WTSN 1279 AM

WOKQ 97.5

School Website: <https://orhs.orcsd.org/home>

All closing and delays are communicated via the School Messenger email system. Please make sure that correct contact information has been provided to the school. If there are any problems with receiving information from the school, please contact the Counseling Department: 868-2375 ext. 6032

District Calendar

OYSTER RIVER COOPERATIVE SCHOOL DISTRICT

2023-2024 SCHOOL CALENDAR

School Board Approved – December 21, 2022

Deliberative Session: February 6, 2024*

Voting Day: March 12, 2024

*Subject to Change

| AUGUST/ SEPTEMBER 2023 | | | | |
|---------------------------|----|----|----|----|
| M | T | W | Th | F |
| TW | TW | ▲ | 31 | X |
| X | 5 | 6 | 7 | 8 |
| 11 | 12 | 13 | 14 | 15 |
| 18 | 19 | 20 | 21 | 22 |
| 25 | 26 | 27 | 28 | 29 |

S(21)
T(23)

| OCTOBER 2023 | | | | |
|--------------|----|----|----|----|
| M | T | W | Th | F |
| | | | | TW |
| X | 2 | 3 | 4 | 5 |
| 16 | 17 | 18 | 19 | 20 |
| 23 | 24 | 25 | 26 | 27 |
| 30 | 31 | | | |

S(20)
T(21)

| NOVEMBER 2023 | | | | |
|---------------|----|----|----|----|
| M | T | W | Th | F |
| | | 1 | 2 | 3 |
| 6 | TW | 8 | 9 | X |
| 13 | 14 | 15 | 16 | 17 |
| 20 | 21 | X | X | X |
| 27 | 28 | 29 | 30 | |

S(17)
T(18)

| DECEMBER 2023 | | | | |
|---------------|----|----|----|----|
| M | T | W | Th | F |
| | | | | 1 |
| 4 | 5 | 6 | 7 | 8 |
| 11 | 12 | 13 | 14 | 15 |
| 18 | 19 | 20 | 21 | ER |
| X | X | X | X | X |

S(16)
T(16)

| JANUARY 2024 | | | | |
|--------------|----|----|----|-----|
| M | T | W | Th | F |
| X | 2 | 3 | 4 | 5 |
| 8 | 9 | 10 | 11 | 12 |
| X | 16 | 17 | 18 | *19 |
| TW | 23 | 24 | 25 | 26 |
| 29 | 30 | 31 | | |

S(20)
T(21)

8/28, 8/29..... Teacher Workshop Days
8/30 1st Day for All Students
8/31..... 1st Day Preschool

9/1 – 9/4..... Labor Day Observance

10/6..... Teacher Workshop
10/9..... Indigenous Peoples' Day

11/7 Teacher Workshop -
(Parent/Teacher Conference Gr K-8)
(Due to Election)

11/10..... Veterans' Day Observed
11/22 - 11/24... Thanksgiving Break

12/22/23..... Early Release
12/25 - 1/1..... Winter Break

1/15..... Martin Luther King Day
1/22 Teacher Workshop

2/13 Teacher Workshop (Due to
Presidential Primary) Tentative
2/26 - 3/1..... February Break

4/22 – 4/26..... April Break

5/24 Teacher Workshop
5/27..... Memorial Day

TBD..... ORHS Graduation
6/21..... With 5 Built In - Snow Days

▲ First Day of School for Students

▲ Last Day of School - **Early Release**
(unless more than 5 make-up days are required)

TW Teacher District Workshop Days
(no school for students)

X School Closed – Holiday/Vacation

* End of Semester One

SD Snow Days (5 Built in)

Anticipated last day for students is 6/21. The calendar allows for five school cancellation days. If less or more than five days are needed to cover cancellations, the schedule will be adjusted accordingly.

| FEBRUARY 2024 | | | | |
|---------------|----|----|----|----|
| M | T | W | Th | F |
| | | | 1 | 2 |
| 5 | 6 | 7 | 8 | 9 |
| 12 | TW | 14 | 15 | 16 |
| 19 | 20 | 21 | 22 | 23 |
| X | X | X | X | |

S(16)
T(17)

| MARCH 2024 | | | | |
|------------|----|----|----|----|
| M | T | W | Th | F |
| | | | | X |
| 4 | 5 | 6 | 7 | 8 |
| 11 | 12 | 13 | 14 | 15 |
| 18 | 19 | 20 | 21 | 22 |
| 25 | 26 | 27 | 28 | 29 |

S(20)
T(20)

| APRIL 2024 | | | | |
|------------|----|----|----|----|
| M | T | W | Th | F |
| 1 | 2 | 3 | 4 | 5 |
| 8 | 9 | 10 | 11 | 12 |
| 15 | 16 | 17 | 18 | 19 |
| X | X | X | X | X |
| 29 | 30 | | | |

S(17)
T(17)

| MAY 2024 | | | | |
|----------|----|----|----|----|
| M | T | W | Th | F |
| | | 1 | 2 | 3 |
| 6 | 7 | 8 | 9 | 10 |
| 13 | 14 | 15 | 16 | 17 |
| 20 | 21 | 22 | 23 | TW |
| X | 28 | 29 | 30 | 31 |

S(21)
T(22)

| JUNE 2024 | | | | |
|-----------|----|----|----|------|
| M | T | W | Th | F |
| 3 | 4 | 5 | 6 | 7 |
| 10 | 11 | 12 | 13 | 14 |
| SD | SD | SD | SD | SD/▲ |

S(10)
T(10)

November 7, 2023 – General Election

178 Student Days

185 Teacher Days

Academics

Grade Scale/Honor Roll

Quality points are used to determine a student's grade point average (GPA). GPA is used to determine honor roll status.

The final grade for all courses will be truncated. ORHS does not round the grade up to the next whole number.

Students earning a "D" or "F" in any subject will not be eligible for Honor Roll regardless of their GPA.

Grading

| Grade | Grade Point | Percentage Range |
|-------|-------------|------------------|
| A+ | 4.33 | 98-100 |
| A | 4 | 93-97 |
| A- | 3.67 | 90-92 |
| B+ | 3.33 | 87-89 |
| B | 3 | 83-86 |
| B- | 2.67 | 80-82 |
| C+ | 2.33 | 77-79 |
| C | 2 | 73-76 |
| C- | 1.67 | 70-72 |
| D+ | 1.33 | 69 |
| D | 1 | 66-68 |
| D- | 0.67 | 65 |
| F | 0 | 64-UNDER |

Honor Roll Designations:

Honors GPA = 3.00 to 3.32

High Honors GPA= 3.33 to 3.82

Highest Honors GPA = 3.83-4.33

Grade Reporting

Grades are reported quarterly to provide information regarding a student's academic progress via the PowerSchool Parent/Student portal. Progress grades are reported mid-way through each quarter in PowerSchool.

All attempts for courses taken outside of ORHS will be noted on the ORHS transcript including grades of Withdrawal or failure.

Promotion Policy

Students are promoted by virtue of credit accumulation. Students must earn five (5) credits as a freshman to be considered a sophomore, ten (10) credits by the end of the sophomore year to be considered a junior, and earn fifteen (15) credits by the end of the junior year to be considered a senior.

Transfer of Credits

Courses transferred into ORHS will be included in the cumulative GPA. VLACS courses are considered transfer courses. Credits are accepted from accredited high school programs. Grades transferred into ORHS will be accepted at face value from the previous institution. (I.e. A grade of “A” from another school will be included as an “A” (4.0) at ORHS.

VLACS Course Transfer

All VLACS courses will be noted on the ORHS transcript. Completed course grades and their corresponding credits as well as grades of both withdrawal and failure.

ELO- Extended Learning Opportunities at ORHS

Extended Learning Opportunities (ELO) are a means of acquiring knowledge and skills through instruction or study that is outside of the traditional classroom methodology and enhances student opportunity above and beyond the support and resources normally available. The purpose of extended learning opportunities is to provide educational experiences that are meaningful and relevant, and that provide students with opportunities to explore and achieve at high levels. ELO’s allow students to explore areas of interest and move forward in areas of study that may not be available in the normal classroom. In order to maximize student achievement and meet diverse pathways for learning, ELO’s are engaging and intellectual challenging, and enable students to fulfill or exceed the expectation set forth by state minimum standards and incorporate ORHS 21st Learning Expectations.

Extended Learning Opportunities may be taken for high school credit. If the ELO is taken for credit, the credit shall be based on the student’s demonstration of mastery of content competencies, and High School Competency Assessments.

Adding Courses

Course Load/Class Changes- It is recommended students take a minimum of six (6) courses based on individual students' needs. Students wishing to enroll in less than six courses meet with their school counselor to develop a plan. Students may add courses to their schedules, providing space is available, for a period of up to five (5) course periods following the start of the course. This year the deadline for adding a course is September 14th by 3:00 pm.

Withdrawing from a Course

Students that withdraw from a course within five (5) weeks of its start will receive no grade and the course will not become part of the student’s permanent record. Students who withdraw from a full-year course **after** five weeks of attending the course will receive the grade earned to date for the quarter during which the withdrawal occurred. This year the withdrawal deadline is October 4th by 3:00pm. A grade of “W” will be assigned for the remaining quarters, and a final grade of “W” will remain part of the student’s permanent transcript, as a matter of record. Students who withdraw from a semester-long course prior to the posting of Quarter one or Quarter three progress report grades will also have “W” included in their permanent transcript for the course being dropped.

Courses taken for a letter grade, Pass/Fail, and audit are all subject to the guidelines listed above. A student transcript typically reflects all academic endeavors, attempted and/or completed, throughout a high school career.

Graduation

Early Graduation

Provision is made for three and one half (3 ½) year graduation. Since there are very specific steps to be followed when requesting early graduation, it is a requirement that students meet with their school counselor at least one semester before the proposed three and one half (3 ½) year graduation to develop their graduation plan. Diplomas for early graduation students are awarded at the June commencement.

Any student who wishes to apply for early graduation must do so in writing to the building principal by June 1st of the preceding school year.

Graduation

School Board policy states that only those students who have successfully completed the requirements for graduation are eligible to participate in the ceremony.

Attendance Procedures

Attendance

Consistent class attendance is essential to the integrity of the high school educational experience. Much of what occurs in the classroom cannot be duplicated through make-up work. Absent students miss in-depth explanations, discussions and concepts, and are not participating in the required program. It is important to understand that excessive absences, regardless of whether or not an absence is excused, will lead to diminished performance by the student. In many cases, excessive absences may lead to course failure. Regular attendance to all classes is a requirement of ORHS students.

State law requires that student attendance be taken and recorded each school day. "Attendance" means presence in school, class, and all other assigned activities. To participate in co-curricular activities, students must be present for the entire school day or on an approved field trip. Exceptions will be made by administration for verified medical appointments, etc.

Attendance is recorded in real-time on a period by period/daily basis and is accessible via the parent and student PowerSchool portal. Daily automated communication to parents will occur for all unaccounted absences.

Absence Procedure

All absences from school require:

1. A **phone call** from the parent/guardian on the day of the absence **OR a note** from the parent or guardian within three (3) days detailing the excused absence. (see below)
 - a. 603-868-2375
 - b. EMAIL ORHSAttendance@orcsd.org
2. If appropriate, a note from a medical professional

Definition of Excused Absence

- A. Personal illness: absences beyond 3 consecutive days require a note from a licensed medical professional indicating that the student is cleared to return to school.
- B. Medical/dental appointments: documentation from a physician or dentist.
- C. School sponsored activity: coach/teacher will provide rosters.
- D. Religious holiday: parent note
- E. Court appointments: w/ court documentation
- F. Family emergencies: parent note

G. Planned absence for a personal or educational experience: pre-approved by administration. Parent note.

Daily Attendance

If a student is marked Absent Unexcused in Block 2 each day, an automatic call will go home.

Dismissal

A note must be turned in, or a phone call made, to the Main Office prior to the dismissal.

Phone: 603-868-235

Medical dismissals must go through the nurse's office.

Students must sign out in the Main Office before leaving campus.

Planned Extended Absences

Parents are urged to plan family trips during school vacations so as not to interfere with the education of the student. The school principal must be notified of planned absences at least two (2) weeks in advance of the first day the student is out. Forms are available on the website or in the main office. You may also email the Principal or Assistant Principal asking for this extended absence to be excused.

Student may keep up with some work on Schoology. Teachers will give students anything they missed upon the student's return. Students are responsible for meeting with teachers to collect missed work.

Unexcused Absences

All absences are recorded as Unexcused absences (AU) without the proper verification as listed above.

PowerSchool will generate automated phone calls and emails daily for those students marked absent. **Students have three (3) days to resolve unexcused absences. (AU)**

Excessive Absences

- If a student reaches six (6) days of **unexcused absences** a letter will be sent home.
- If a student reaches ten (10) cumulative days of any absences (**excused and/or unexcused**) a letter will be sent home.
- After fifteen (15) **cumulative** days of absence in a school year, a parent meeting is required to collaboratively work with a family to have the student attend school on a regular basis. Failure for parents or a student to appear at the scheduled meeting does not preclude school administrators from implementing a plan to address the student's absence.

[ORCSD Policy Code JH](#)

Athletic/Extra-Curricular Daily Attendance

Students must be in attendance within 10 minutes of the beginning of their first class of the day and attend all classes on a given day to participate in practices, games, or performances held on that day. Exceptions must be approved by an administrator. For more detail, please see the Athletic Handbook. [ORHS Athletic Handbook](#)

Tardiness to school

Students are expected to be in school on time to their first class of the day. Students that accrue 4 or more unexcused tardies per quarter will receive one after school detention. Continued unexcused tardiness will result in further disciplinary action.

Tardiness to class

Students are expected to be in class when the bell rings. There are 5 minutes of travel time between classes, so students should have no trouble being on time. Students will receive classroom consequences when they are tardy. If a student develops a pattern of tardiness, the issue will be referred to administration for appropriate disciplinary action.

Tardiness turns into an absence

If a student is 10 minutes or more late to class, the teacher is to mark the student absent. It is treated as an unexcused absence.

Excused Tardies

An excused tardy is defined as tardiness due to legitimate reasons. The reason is verified by a parent or staff member. **The following are NOT considered legitimate reasons for tardiness:**

- overslept
- missed the bus/missed my ride/ride was late
- stuck in traffic/could not find parking etc.

Cutting class/ unexcused absences/truancy

Students who cut a class, or are truant, may NOT make up missing work. This includes: tests, quizzes, labs.

Students who cut class will face disciplinary action which may include: detention, loss of parking permit and/or loss of senior privileges, etc.

Please Note: students who cut classes, are excessively tardy, or who leave school grounds without authorization, will continue to be subject to disciplinary consequences in addition to academic penalties.

Make-up Work

All make-up work from Excused Absences, including tests/assessments, must be completed in a timely manner as determined by the teacher. A student should have the same amount of time to do make-up work as the excused absence.

After-School Activities

The school day ends at 3:00pm.

Students need to be involved in a supervised after-school activity to stay in the building. This may include: meetings with teachers, clubs, organizations, sports, studying in the library, Homework Den, Driver's Education, theater rehearsals, or detention.

The late bus leaves at 4:30 Monday-Thursday. Barrington students are encouraged to contact the Barrington School District regarding after school transportation.

Students that leave school grounds after the school day for non-school sponsored activities may not return to ride the late bus.

The Library/Learning Commons is open Monday- Thursday from 7:45am-4:00pm. Fridays 7:45am-3:15pm.

Athletics & Co-curricular activities

The rules governing the participation in interscholastic athletics are outlined in the ORHS Athletics Handbook. Copies of the handbook are available in the Main office, the Athletic Director's office, or via this link. [ORHS Athletic Handbook](#)

Clubs & Organizations

There are several clubs and Organizations students can join. The list is on the website and in Schoology for students to access.

Examples of current clubs:

| | |
|----------------------------|------------------------|
| Art Club | Mouth of the River |
| Best Buddies | SALT- athletic council |
| Drama Club | Math Team |
| GSA- Gay Straight Alliance | FIRST Robotics |
| Literary Arts Magazine | National Honor Society |
| French Club | School Senate |
| Granite State Challenge | Yearbook |
| Key Club | Debate Team |

Establishing a New Group:

In keeping with the district's policy of individualization according to student needs and abilities, the activity program at ORHS seeks to accommodate the interests and talents of a large variety of students. New activities are introduced when student interest warrants or when faculty members recommend changes.

Students who wish to form a club or organization should follow the procedures below:

1. Draw up a proposal indicating the purpose, aims, objectives, organization and functions of the proposed group.
2. Find a faculty member willing to serve as the advisor and accept responsibility for supervising the club or organization.
3. Once approved, public announcements must be made informing students of the club or organization and its formation.
4. All students interested in joining have the right to do so.
5. Periodic meetings are to be held with the advisor in attendance and announced at least two (2) days in advance to the student body.

Participation in clubs and organizations follows the same behavioral rules as those found in the athletic handbook. Students can be suspended from co-curricular activities for poor conduct or academic performance.

Dances:

- All school rules apply (including the dress code) to all school sponsored events, on or off campus.
- All forms of dancing should be appropriate and respectful.
- Students who wish to bring a guest who does not attend ORHS must turn in a guest registration form to the main office by 12:00pm the day prior to the dance. Forms for Prom may be due earlier.
- No outside beverage container of any kind is permitted.
- Students must arrive at the dance within one hour of the start time.
- Late arrivals will not be permitted. If you think you may be later than 1 hour, permission must be granted by the administration.
- Once a student leaves the dance, they will not be admitted back in.

- Purses, bags, backpacks, and jackets may be searched at the door.

Technology

Computer and Internet Use

Oyster River School District's computers, networks and internet access are provided to support the educational mission of the schools and to enhance the curriculum and learning opportunities for students and school staff.

Students use of school computers, networks, and internal services is a privilege, not a right. Compliance with the District's policies and rules concerning computer use is mandatory. Students who violate these policies and rules may have their computer privileges limited, suspended, or revoked. Such violations may also result in disciplinary action, referral to law enforcement and/or legal action.

The ORCSD computers remain under the control, custody, and supervision of the School District at all times. The District monitors all computers and internet activity by students. Students have no expectation of privacy in their use of District computers.

Students are allowed to use their personal computers at school with prior authorization, provided that they comply with this policy and the accompanying rules.

The District utilizes filtering technology designed to block materials that are obscene or harmful to minors. The District takes precautions to supervise student use of the internet, but parents should be aware that the ORCSD cannot reasonably prevent all instances of inappropriate computer use by students in violation of Board policies and rules, including access to objectionable materials and communication with persons outside the school. The District is not responsible for the accuracy or quality of information that students obtain through the internet.

It is further understood that students will not do anything that compromises or disrupts the integrity of the ORCSD network.

Students and parents shall be informed of this policy and the accompanying rules through handbooks, the District's website, and/or other means selected by the Superintendent.

The Superintendent is responsible for implementing this policy and the accompanying rules. Additional administrative procedures or school rules governing day-to-day management and operations of the District's computer system may be implemented, consistent with Board policies and rules. The Superintendent may delegate specific responsibilities to the Network Administrator and others as they deem appropriate.

[ORCSD Policy Code JICL](#)

Counseling Information

Counseling Services

The Counseling Department at Oyster River seeks to provide support for students in the areas of academic, career, and social/emotional development. A comprehensive counseling program is employed. Students are exposed to career planning, college selection and beyond through the use of planning resources available in the Counseling office, as well as classroom Counseling curriculum. Counselors are available to support students, parents, and faculty in working towards the common goal of student success. The Counseling Office assists students with both personal and social development and fosters a positive school climate. Through consultations with teachers, parents, and students, counselors are able to respond to the individual needs of each student, as well as the changing needs of the student body.

Counselors utilize a goal-oriented approach with students during the school year. Each student will develop a tentative four-year plan to individualize their learning experience and the plan is reviewed each year. Components include course selection, extracurricular interests, potential career goals, and post-secondary plans.

Counseling Assignments

| Director: Mrs. Caron Registrar: Mrs. Ficker | | |
|---|----------------------|--|
| Counselor | Class of 2027 | Classes of 2026, 2025, 2024 |
| Mrs. Cassamas | A-C | A-E |
| Mrs. Machanoff | D-K | F-KI |
| Mr. Baker | L-R | Kn-P |
| Ms. Sekera | S-Z | Q-Z |
| ELO Coordinator: Mr. Peschel LADC: Mrs. Bartlett | | |

The Counseling department actively works to increase Extended Learning Opportunities for ORHS students including the University of New Hampshire, and Great Bay Community College. The Counseling Department also works to develop and clarify specific pathways for career fields and corresponding coursework within each pathway. The Counseling Department develops programming to ensure each student is provided with a high quality of service and that the needs of all students are met. Students and parents are encouraged to make appointments whenever questions arise.

College Information

Information about colleges, college fairs, financial aid, and careers is maintained in the Counseling Department. Over the course of the school year, representatives from colleges and universities nationwide visit ORHS, with the greatest concentration in the fall semester. Students are urged to check in with the counseling office regularly for dates and times of college representative visits, as well as utilize the career and college search program.

Records

Permanent records for students at ORHS are maintained in the Counseling Office. These records are sent to schools and colleges when requested. Employers and various organizations may also request transcripts, confirmation of graduation, and/or personal recommendations. Written consent from the student and/or legal guardian is required. Students may access their files by appointment with their school counselor.

The Oyster River Cooperative School District complies with all federal and state laws concerning confidentiality of student records. PowerSchool will post information at the beginning of the year about parent and student rights concerning student records including dissemination of student information to military

recruiters (as required by law) and post-secondary institutions. If you need more information, please contact the Principal or your child's school counselor. [OCSD Policy Code JO](#)

Working Papers

Working papers, required until age 16, may be obtained by the Counseling office. In accordance with NH state law the same academic criterion is applied to issuance of working papers as to Athletic Eligibility. If the minimum is not maintained, working papers can be revoked.

General School Information

Announcements

Students wishing to have announcements read over the intercom in the morning need to submit them in writing to the Main Office the day before they are to be read. Announcements need to be signed by an Advisor/Faculty member.

Flex Time

Flex time is a block of time when students have the opportunity to seek academic support and enrichment with their teachers. There are two Flex blocks on Blue Days and one Flex block on White Days. Through Flex Time, the goal is for our students to be empowered to make the appropriate academic and social decisions necessary for success at ORHS and beyond. Flex Time can also be used for class meetings, school assemblies, etc. in order to decrease the amount of instructional time that is used for school-wide activities.

Free Block

Juniors and Seniors who do not have Senior Privileges may have unscheduled time as part of their school program. Appropriate uses of unscheduled time include studying, quiet socializing in designated areas, working in open labs or resource centers, meeting with a teacher that is free, the Writing Center, the Math Center, the Library, and the cafeteria.

Students are not allowed:

- outside of the building,
- in the locker areas (with the exception of Seniors in the Senior Core) and
- parking lots.

If these expectations are not adhered to, privileges and a free block may be revoked.

The school provides additional structure for students who do not use their free block effectively. For example, Juniors and Seniors may be assigned to a study hall if they violate the code of conduct, leave school grounds without permission or are failing a course.

Fundraising

Oyster River School Board Policy strictly limits fundraising activities. The principal must approve all fundraising requests before any fundraising plans are made.

Library

The mission of the Bruce Smith Library is to encourage students to become independent and capable lifelong learners who seek out, evaluate, use, and create information for a variety of purposes. Through class visits, direct instruction, small group work, one-on-one assistance from library staff, and access to the makerspace, there are numerous opportunities to meet this goal.

The library is open Monday-Thursday 7:45-4:00 and on Friday's from 7:45-3:15. Over 250 students per day use the library, so we ask for student cooperation in keeping the library a productive and neat work environment for all. Drinks in closable travel mugs or bottles are allowed, **while food is not.**

Resources:

Print materials Digital voice recorders

Online databases 3D printer

Downloadable e-books Green screen

Audio books Video Cameras

E-readers

Lockers

Students may use a locker throughout the school year if they request one. Students are strongly urged to lock and secure all possessions at all times. The school is not responsible for lost or stolen items.

Lockers and locks are the property of the Oyster River School District and students should not have an expectation of privacy as a result. Locker use is for the security of student property. Students should not keep items of value in their lockers. Use of lockers, desks, and other school storage facilities including school parking lots are privileges granted to students by the school. All storage facilities are school property and remain under the control, custody, and supervision of the school.

School officials have the authority to inspect and search storage facilities and their contents on a random basis, with or without reasonable suspicion, and without notice or consent. Please see Board policy JIH.

Students should not share lockers. A shared locker implies shared responsibility for the locker and its contents.

Students may post items on the inside of their locker using masking tape or cellophane tape only. Posted items should be school appropriate.

Lunch

Lunch areas include the cafeteria, the two hallways immediately adjacent to the cafeteria, and the outside courtyard (weather permitting). Students may not eat lunch in classrooms, unsupervised. Seniors are allowed to be in the core during this time but may not eat lunch in that area.

Students are expected to keep noise levels down and preserve a relaxed atmosphere that does not violate the rights of other students to their education in surrounding classrooms. Students are expected to keep lunch areas clean and free of litter and other debris. If students routinely leave food and lunch items around the school, some areas may be closed.

Students may go to the library during lunch (no food).

Textbooks and Other School Property

Students are responsible for the proper care and return of textbooks, locks and other school property issued to them for their use. Students are liable for the repair or replacement cost of items issued to them that are damaged or lost. Students should put their name on the inside cover of all books when issued to them. Failure to reimburse the school for the cost of loss or damage to issued texts or other school property may result in the loss of borrowing privileges, computer privileges, and/or subsequent issuance of other texts. [ORCSD Policy Code JFCB](#)

Visitors

Building security is very important. To maintain a safe and secure learning environment for our students, the following procedures have been implemented for entering and leaving ORHS.

- All students and visitors must enter and leave the building through the front entrance and register/sign out in the Main Office. Staff members will enter through the main office also.
- For accountability and safety reasons, visitors are expected to have an appointment. Those who do not have an appointment may be asked to return during non-school hours, to schedule an appointment. A school employee will escort visitors to destinations in the building.
- Unauthorized student visitors are not allowed in the building, on school grounds, or on school buses for reasons of security and safety.
- School counselors may arrange for prospective students to visit the school. All student visitors, including recent graduates, must make an appointment at least 24 hours in advance.
- School doors are locked at the start of the day and remain locked throughout the day. If you need to come into the school
 - Ring the buzzer at the far right of the main entry doors.
 - Visitors will then be greeted by a staff member over the intercom and asked for identification and specifics related to your visit.
- All visitors will check in and out of the Main Office and affix a visitor's badge in a visible location.
- One door at the front entrance will be unlocked at the end of the day for after-school activities.

Health and Nutrition Services

School Health Services

School Health Services are provided by a full-time registered nurse licensed in the state of NH and practices under the standards of care set up by the State of NH, Board of Nursing. The school nurse is available for medical emergencies, health consultations, and other health-related services. A school pediatrician is available for additional medical consultation for student health problems. Referral to community health services and dental care providers as well as information on the free and reduced lunch program is available from the school nurse.

Except for emergencies, students should visit the nurse's office before school, between classes, lunch, and study hall. If it is necessary to visit the nurse's office during class periods, students are to report to their teacher for a pass to the nurse's office. Students will return to class with a pass signed by the nurse indicating the time.

All injuries occurring on school grounds must be reported to a classroom teacher in charge or the nurse. An accident report needs to be completed by the nurse in collaboration with the teacher and student. Students that are ill or injured are to be dismissed by the nurse after receiving authorization from the parent/guardian. Transportation is arranged by the parent/guardian. Emergency services will be used as needed.

A Student Emergency Authorization Form for each student must be completed by a parent/guardian the first week of school using PowerSchool. This form authorizes medical care in the event of an emergency, provides parent contact information, permission to administer OTC medications listed, and updates medical problems as well as allergies and recent immunizations. State law requires that all students be properly immunized and provide an immunization record to be kept on file in the nurse's office. Annual immunization updates are provided by the parent/guardian on the Student Authorization Form or physician's record. If a student's immunization record is found to be non-compliant then the school nurse will inform the student's

parent/guardian which immunization is missing and conditionally enroll the student until the immunization is administered by their physician.

Medication in school

Students are not allowed to possess or carry medication of any kind in school. Students are prohibited from sharing medications.

All medications must be kept in the nurse's office. With written permission, the nurse is able to dispense non-prescription or OTC (over the counter) medications. The OTC medications must be in its original container, labelled with the student's name and written parent permission including the reason for the medication.

Prescription medication must be in its original container and must identify the student, medication, dosage, and time of administration, duration date, and physician's name. Asthma inhalers, insulin for insulin pumps, single dose emergency medications such as epinephrine auto-injectors may be carried by a student if the student's physician provides a written order stating the medication may be kept with the student in the event of a medical emergency. This is in accordance with RSA Title XV Education Chapter 200 Health and Sanitation, section 200:42 and 46. See ORCSD Policy Code [Administering Medication to Students](#)

School Nutrition Information

As a child nutrition provider, the Oyster River High School Nutrition Program strives to provide healthy foods in a pleasant atmosphere. For students to start the day out right and ready to learn, we offer a healthy breakfast daily. Students who eat school breakfast can be excused from the bus early to give them adequate time to eat. Lunch consists of a main entrée and an alternative daily. Students are encouraged to try nutritious new foods, including a variety of fresh fruits and vegetables at our salad bar. Local foods are bought whenever available. This year there is an effort to include options for those who chose to eat a vegetarian meal.

If food allergies are an issue, adjustments can be made with a doctor's note. The medical form is located on the ORCSD Child Nutrition website. Please contact the Cafeteria Manager with any questions. Monthly menus are posted online, and parents are encouraged to review them with their child.

Breakfast, Lunch, and snacks are available for purchase. All families should create an account on the Point of Sale portal to assure that you are always aware of your child's purchases and balance. Prepayments are accepted online or can be sent to school with your child in an envelope. Indicate the child's name and classroom teacher on the envelope. Do not send loose cash to assure that your child's account will be credited properly. A point-of-sale system is used to keep track of accounts. Balances and purchase history can be viewed, and payments can be made online at [Titan Family Portal Link](#). This is a debit account, so funds must be available for any of your child's purchases. Low balance emails are sent once the account falls below \$10.

Meal prices for the 2022-2023 school year are \$1.75 for breakfast and \$3.50 for lunch. If families qualify for free OR reduced meals children will eat both breakfast and lunch AT NO COST thanks to the passing of NH Senate Bill 82 (the state will pay the .30 cost of breakfast) and the ORCSD School Board vote to fund the .40 cost of lunches from the general fund.

Our district benefits from higher free and reduced percentages. Many funds rely on the state funding that comes with the numbers, a higher percentage means more funding for a variety of programs in our district.

Applications are always confidential and can be submitted online at [Titan Family Portal Link](#). Simply click on Apply for Meals Today, type **Oyster River**, and continue as directed. Applications from the previous year will expire in October of the following school year; therefore, new applications must be filed every school year. Applications may also be submitted any time during the school year if financial circumstances change. If you do not have access to the internet, a paper application can be obtained at the school office or from the Child

Nutrition Director, Doris Demers, who can be reached at 603-389-3310. Assistance is also available if you need help filling out the application in either form.

Notifications

Notification of the Family Educational Rights and Privacy Act

The Family Educational Rights and Privacy Act (FERPA) affords parents and students over 18 (“eligible students”) certain rights with respect to the student’s education records. They are:

1. The right to inspect and review the student’s education record within 45 days of the day the district received the request for access. Parents or eligible students should submit to the school principal a written request that identifies the record(s) they wish to inspect. The principal will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.
2. The right to request the amendment of the student’s education records that the parent or eligible student believes are inaccurate or misleading. Parents or eligible students may ask the ORCSD to amend a record that they believe is inaccurate or misleading. They should write to the school principal; clearly identify the part of the record they want changed and specify why it is inaccurate or misleading.
3. The right to consent to disclosures of personally identifiable information contained in the student’s education records, except to the extent the FERPA authorizes disclosure without consent.
 - a. One exception which permits disclosure without consent is disclosure to school officials with legitimate educational interests. A school official is a person employed by the district as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the school board, a person or company with whom the district has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his/her task.
 - b. A school has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibilities.
4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the district to comply with the requirements of FERPA. The name and address of the office that administers FERPA are:

Family Policy Compliance Office

U.S. Department of Education

600 Independence Ave .SW.

Washington, DC 20202-4605

Notification of Student Directory and Media Information

Oyster River Cooperative School District directory information includes the following:

- Name
- Field of study
- Most recent previous school attended
- Dates of attendance, degrees, and awards
- Participation in officially recognized activities and sports
- Weight and height of athletes

Parents or eligible students may refuse to let the school designate any or all of the directory information about the students as directory information by writing a letter to the principal within the first ten (10) school days of the school year and describing any or all of the information not to be released, or during the online registration process. A parent or eligible student may invoke their right to restrict the release of directory information at any time during the school year by providing a written notice to the principal. If no such notification is received, directory information may be released to news outlets, colleges, etc. When requested.

As part of its curriculum, the ORCSD conducts activities every year which attract the attention of local print and broadcast media. Oyster River Schools may also wish to use your child's photograph, voice, or student work in publications, posters, brochures, and newsletters; on the district website, radio station or Cable TV channel; or at community fairs or other special district events. As with respect to directory information, a parent or eligible student may invoke their right to restrict the release of these images by providing written notice to the principal.

Equal Educational Opportunities

The Oyster River Cooperative School District is committed to the concept and implementation of equal educational opportunities as required by federal and state laws for all students, regardless of sex, race, creed, color or marital status, national origin, sexual orientation, or physical or mental disability. Students and/or parents should address any questions or concerns to the Director of Pupil Services at 36 Coe Dr. Durham, NH 03824. [ORCSD Policy Code AC](#)

Special Education Services

Federal law guarantees all students the right to a free and appropriate education. The legislation states that every intellectually, physically, or emotionally handicapped child is entitled to an education. It further stipulates that handicapped students are to be educated with non-handicapped students whenever possible in the least restrictive environment.

Special education services are available for all students who qualify. If you have questions about whether your child may be eligible for such services, please contact your child's teacher or the Assistant Director of Student Services at ORHS (Nancy Michaud, nmichaud@orcsc.org).

Establishing Criteria for Special Education Evaluations in the Oyster River Cooperative School District.

The State and Federal special education laws require that Oyster River Cooperative School District evaluate children with disabilities who are in need of special education and related services. The district evaluates children upon referral for special education and reevaluates educationally disabled children at least once every three years or when conditions warrant a re-evaluation. [ORCSD Policy Code JHB](#)

Student Assistance Program

The ORCSD recognizes the need for education and assistance for students whose lives may be impacted by chemical dependency. Chemical dependency is a serious illness, but it can be successfully treated with early identification and support from community resources and support in the educational environment.

The Student Assistance Program of the district provides preventative measures to support students in the decision not to use or abuse alcohol and other drugs, and provides education, evaluation, intervention, and assistance to students whose lives are affected by chemical dependency or other alcohol and drug related problems. Please contact a school counselor or school administrator for more information.

Senior Privileges

Senior Privilege Information & Guidelines

In order to provide senior students with the privilege of monitored freedom, teach valuable skills such as time-management and personal responsibility, as well as to recognize and reward students for high performance in academics and citizenship, ORHS offers Senior Privileges.

Senior privilege is granted by parents/ guardians and ORHS administration to eligible senior students. Students with these privileges are allowed off campus during unassigned time (a free block) and lunch only.

Flex Time is mandatory and not eligible for Senior Privilege.

Students leaving school for scheduled appointments (I.e., doctor, dentist etc.) are still required to bring a note signed by a parent/guardian or have that parent/guardian call the front office. This acts as a safeguard if the student is tardy returning to their next class.

Rules around Senior Privilege

All students must sign out in the Main Office when leaving the building and sign in upon return. There is an electronic system that expedites this process. This is for the safety and accountability of students.

All students must enter and exit through the Main Office Entrance.

Failure to follow these rules will result in the revocation of Senior Privileges.

Senior Privileges will be revoked under the following circumstances:

1. End of quarter grades do not meet academic eligibility. Students may reapply at the beginning of the next quarter. A new form is required.
2. Any disciplinary action: length of revocation will vary based on offense.
3. Parent request: any time.

Senior Privilege Eligibility Requirements

- Academic eligibility is based on the previous quarter. A GPA of 3.0 or better, or C's or better in all classes. No F's.
- Discipline record: no suspensions or detentions in the previous quarter.
- Three character references from ORHS staff members based on the 21st Century Learning Expectations/ Responsible Citizen that include the following:
 - Seeks opportunities to participate positively and productively in our local and global communities.
 - Demonstrates ethical behavior and encourages others to do so as well.

- Demonstrates awareness of and values personal and community health and wellness.
- Demonstrates ethical and balanced use of technology.

Seniors: All Seniors are eligible to request Senior Privilege after the first week of school.

Juniors: All Juniors are eligible to request privilege for the 4th quarter of their Junior year.

Transportation

Bus Transportation

The right to ride a school bus is directly related to a pupil's behavior, attitude, and practice of transportation rules and regulations. The driver is in charge.

Bus Stops

1. All students are expected to be at their bus stop five (5) minutes before the bus is due. The bus cannot wait.
2. Students should stand back from the road in an orderly line until the vehicle comes to a complete stop.
3. Students should enter and exit buses in an orderly fashion, realizing that seating arrangements and procedures for movement are regulated by the driver.
4. All students who need to cross the road do so in front of the bus, after it has stopped, and the driver has motioned them to cross.

On the Bus

1. All passengers must be seated while the bus is in motion.
2. The driver may assign seats if it is deemed necessary.
3. Permission must be given by the driver before opening a window. Passengers will not extend their arms, legs, or their head out of windows, or shout at pedestrians.
4. Nothing shall be thrown in the bus or out of the bus, or at a bus.
5. Students will keep the bus clean and sanitary.
6. Students shall not mark or deface the bus. Damage done must be paid for by the offender or his/her parents/guardians.
7. Students should not talk to the driver unless it is an emergency.
8. Nothing should be placed in the aisle: backpacks, lunchboxes, or other objects.
9. No smoking, eating, or drinking on the bus.
10. Normal conversation is allowed; however, loud talking, shouting, and unnecessary confusion may divert the attention of the driver.
11. No live animals or bulky objects without previous permission from the bus driver. (No umbrellas or sharp objects)
12. No one, kindergarten through 8th grade, may leave the bus any place other than their scheduled stop without a written note from a parent.
13. If the driver is unsuccessful in obtaining proper behavior on the part of a student, a referral may be made to the administration and students may be suspended from the bus.
14. All district buses may be equipped for the use of electronic surveillance devices. [ORCSD Policy Code ECAF](#)

Parking

Driving and parking at school is a privilege granted to students. This privilege may be revoked if a student violates traffic laws or school rules. [ORCSD Policy Code JLIE](#)

Parking at ORHS is limited, and our student numbers continue to grow. Given the challenges of student parking, we urge all students to use the buses provided by the district, walk to school, or participate in the permit-share program.

Permit-Share

Two or more licensed drivers may share a permit (and the cost), a parking spot, and vehicles. Students who have made a commitment to Permit-Share must have at least two or more students in the vehicle to park in the assigned lot.

Pool 1 – one senior and at least one licensed partner (\$60)

Pool 2 – individual seniors (\$100)

Pool 3- One junior and at least two licensed partners (\$60)

Pool 4- Individual juniors (\$100)

(To be in a Pool: valid driver's license at the time of application or expected prior to the end of the first quarter, live outside of walking distance, all fines and fees paid).

Parking interest forms will be sent out in the spring to rising juniors and seniors.

Parking Rules

1. Parking on school property is a privilege, not a right. Students must observe and abide by all parking lot rules.
2. Parking permits may be obtained by completing the application.
3. Each applicant must have:
 - a. Parent signature on the application form
 - b. Registration for the vehicle
 - c. Driver's license (or expected to have one by the end of the first quarter)
 - d. Cost of parking permit
4. All vehicles must display a valid parking permit on the inside lower **DRIVER's** side of the vehicle's windshield.
5. Permit-Share vehicles must have Permit-Share tag displayed at all times.
6. Single permit vehicles are required to park only where a yellow paw print is visible or on Coe drive.
7. **Transferring a permit to another student will result in the loss of parking privileges.**
8. White numbered spots are for Staff or Visitors. Violators may be towed.
9. Parking privileges/permits may be revoked or suspended by the administration for the following reasons:
 - a. Parking violations

- b. Possession or use of a stolen or lost permit, or alteration of a parking permit. Permits are not to be shared.
 - c. Chronic or habitual tardiness to school.
 - d. Reckless driving.
 - e. Vandalizing other vehicles in lots.
 - f. Loss of Academic Eligibility
10. ORHS will not be liable for any theft of property, vandalism or damage incurred to any vehicle or contents while parked on or removed from school property.
 11. After a student has arrived at school, they may not return to their vehicle without permission.
 12. Persons who falsify information to obtain a parking permit or display an altered, unauthorized, or counterfeit permit will be subject to towing at the owner's expense and revocation of their campus parking privileges.
 13. Report any lost or stolen parking permits to administration immediately.
 14. Temporary parking permits may be obtained from administration for extenuating circumstances.
 15. Students attending any career-technical program (Somersworth, Dover, Rochester) may not drive their personal vehicle to any CTE without advanced written permission from ORHS, the receiving school, and a parent. Students violating these guidelines are subject to disciplinary action and may have parking privileges suspended.
 16. The bus loop zone is closed to traffic. It is illegal to pass a stopped school bus that is displaying its flashing lights or extended stop sign. Bus drivers will report offenders to the Durham Police Department.
 17. A winter parking ban will be in place from November 1st through March 31st, during the hours of 12 midnight and 6 am. Vehicles parked in prohibited areas during snow removal may be towed at the owner's expense.

Parking Violations

* The school reserves the right to tow vehicles at the owner's expense.

First violation: Warning ticket, license plate recorded. Face to face meeting with administration. Incident recorded.

Second violation: One-week revocation of parking AND/OR Senior privileges. Administration contacts parent/guardian.

Third violation: Extended loss or revocation of parking and/or Senior privileges.

Discipline

Conduct/Discipline

Guiding Statement for Codes of Conduct for ORCSD:

As stated in our ORCSD Vision students, teachers and community members take pride in our schools and understand that each of us has a role to play in ensuring their success. We create safe, stimulating learning environments where all students are challenged and excited by the opportunities to learn; where students and teachers alike feel it is safe to take creative risks; and where every member of our community is known and valued.

ORCSD embraces restorative practices to strengthen relationships between individuals as well as develop social connections within our school community. These relationships and connections create a safe and stimulating environment for all. Utilizing restorative practices help to create a trusting, respectful environment by

giving both students and adults an opportunity to make positive choices, repair and restore relationships, and interact respectfully in the classroom and throughout the school.

Restorative practices are a continuum which offers an equitable, inclusive, and respectful alternative for addressing disciplinary infractions as compared with traditional school approaches. A restorative practices approach focuses on changing behavior(s) and building a positive school culture and climate. It also offers a proactive strategy to create a connected, responsible school community where all members feel valued, safe, and can thrive.

The Codes of Conduct at the ORCSD will include restorative practices while staying in compliance with NH State Laws and School Board policies.

*Resources: <https://maec.org/wp-content/uploads/2021/05/MAEC-RestorativePractices-2021.pdf>; CASEL Restorative Practices and SEL Alignment. Written in collaboration with partners at International Institute for Restorative Practices (IIRP).

Expectations for Behavior

Academic Integrity

In support of Oyster River High School's mission to become a community of educated, ethical, and responsible citizens, this section outlines the standards for academic integrity to which we hold ourselves.

Plagiarism

Plagiarism is the practice of taking someone else's work or ideas and passing them off as one's own. Examples include, but are not limited to the following actions:

- Using words, ideas, or images presented in any published or unpublished medium, without a citation.
- Copying words or ideas from a source that makes up the majority of one's work, whether one gives credit or not.
- Changing words or sentences/paragraph structure to pass off writing as one's own, with or without citation.
- Paraphrasing material without a citation.
- Turning in other's written work, copies of their work, or slight modifications to their work as one's own.
- Using study aids (such a on-line literary analysis) to replace required reading, authentic analysis, and/or class participation.
- Collaborating on a non-collaborative assignment where one's individual ideas are being assessed.
- Using information, one gains through interviewing or conversing with another person, face to face, over the phone, or in writing without citation or proper attribution.
- Reproducing any diagrams, illustrations, charts, pictures, or other visual materials without a citation.
- Reusing or reposting any digital media, including images, audio, video, or other media without a citation.
- Giving incorrect information about the source, quotation, or idea.
- Failing to provide a citation/works cited.
- Failing to use quotations around quoted material.
- Tracing recreating an image when the assignment does not permit it.

AI Writing Generators and GPTChat

Students are not to use AI or GPTChat for any assignments unless a teacher has directly stated that they can.

Appropriate Language

The decision as to what constitutes abusive or foul language is at the discretion of the faculty and administration.

School Attire

“Dress for Success” consists of a set of standards for school-appropriate clothing that is equitable and specific enough to maximize clarity and minimize subjective judgement. We seek to design practices that align with our mission statement and help us to create a safe, nurturing environment for all. We desire a practice that recognizes the uniqueness of each individual and allows for individual expression.

ORHS is a place of work and learning. How we dress reflects the culture and climate of our school. Understanding and following a practice by students for professional and school-appropriate clothing for various situations is a life skill.

No student should be affected by clothing enforcement because of racial identity, sex assigned at birth, gender identity or expression, sexual orientation, ethnicity, cultural or religious identity, household income, body size/type, or body maturity.

Students Must Wear:

- Shirt
- Clothing that covers most of the midriff (waist) area
- Bottom: pants/sweatpants/shorts/skirt/dress/leggings
- Shoes

Students May Wear:

- Clothing that expresses their self-identified gender
- Religious attire without fear of discipline or discrimination
- Hats (including religious headwear)
- Hoodie sweatshirts
- Fitted pants, including leggings, yoga pants and "skinny jeans"
- Pajamas
- Ripped jeans (as long as underwear is not exposed)
- Clothing with commercial or athletic logos provided they do not violate the "cannot wear" section below.

Students Cannot Wear:

- Clothing or accessories with images or language depicting or advocating violence or the use of alcohol or drugs
- Clothing or accessories with images, symbols, or language that are derogatory or create a hostile or intimidating environment towards any group of people or any protected class
- Clothing or accessories that have vulgar or inappropriate images, symbols, or language associated with said images or symbols
- Visible underwear (straps of undergarments worn under clothing are not a violation)
- Bathing suits
- Helmets or headgear -clothing article/accessories -that obscure the face (except as a religious observance, or COVID-related masks)
- Excessively short skirts or shorts (buttocks must be covered)

- Clothing that exposes nipples, or abdominal sides

Clothing Protocol

The school clothing standards need to be applied equally to all students.

-Staff member calls the front office to alert them to a possible school attire infraction.

-Staff member discreetly gives the student a hall pass to go to the main office during the passing time.

An administrator will assess the referral and have a conversation with the student about school attire and the part of the standards in question. If needed, together they will create a plan for how to return to class and how to avoid this issue in the future

Discipline Procedure:

First referral: conversation with student, review school attire standards – provide alternative clothing if needed. Record in Power School – which does not go on an official transcript.

Second referral: verbal warning, record in Power School and contact parents.

Third referral: Administrator will follow discipline procedures listed in the student handbook.

(Thanks to the Oregon Now, Model Student Dress Code)

Electronic Devices

Electronic Devices such as cell phones are not allowed to be used during class time or in the library and should be turned off in these areas unless allowed by the teacher. Please refer to the school board policy for the ORHS cell phone policy. [ORCSD Policy Code JICJ-R](#)

The use of personal listening devices should not interfere with the day-to-day operations of the school. Students who use them in such a manner that it interferes with others will be expected to turn them in to a teacher or administrator upon request. Laser pens are not allowed on school grounds at any time. Violation of this rule will result in confiscation of the device.

Prohibited Forms of Conduct

Bullying /Cyber Bullying

The Board has adopted a Pupil Safety and Violence Prevention [ORCSD Policy Code JICK](#) which prohibits bullying.

Defined as: insults, taunts, or challenges whether verbal or physical in nature, which are likely to intimidate a violent or disorderly response from the student being treated in this manner. Any student who believes he/she has been a victim of bullying should report it to the building principal. Students who engage in bullying are subject to disciplinary action up to and including expulsion.

Cheating

Cheating is to act dishonestly or unfairly to gain an academic advantage. Examples include but are not limited to the following actions:

- Using any outside information or resources that are not permitted in the assessment experience- this may include, but is not limited to: translation tools, hidden notes, calculators, smart technology, Photomath, people.
- Looking at another student's quiz or test
- Allowing another student to use or copy your work.
- Forging materials
- Fabrication of information, quotes, data
- Sharing or asking about what is on a quiz/assessment
- Using one's own work from a different assessment
- Using a previous participant's work
- Turning in other's work as one's own (copied answers or data)
- Stealing a test, quiz, or assessment in advance

Cuts/Truancy/Unexcused Absences

Students who cut a class or are truant may not be eligible to make up missed work for credit; this includes tests, quizzes or labs. Please note, students who cut classes are excessively tardy or who leave school grounds without authorization will continue to be subject to disciplinary consequences in addition to academic penalties.

Drugs and Alcohol

The Board has adopted a comprehensive policy prohibiting students from consuming, possessing, furnishing, selling, receiving, or buying, manufacturing, or being under the influence of drugs, alcohol and other prohibited substances. Violations of this policy will result in discipline, including suspension or expulsion from school, and referral to law enforcement authorities. Students who participate in extra-curricular activities are subject to additional rules and sanctions. [ORCSD Policy Code JICH](#)

When a student is suspected of using an illegal substance, he/she will be brought to the nurse's office for an assessment. This assessment may include the taking of vital signs and either part or all of the DWI Detection and Standardized Field Sobriety Test. A student who fails to comply with the assessment requirement will be suspended from school.

Harassment/Sexual Harassment

Harassment of students because of sex, race, creed, color, marital status, national origin, sexual orientation, or physical or mental disability is prohibited and may constitute illegal discrimination under state and federal laws. Any student who believes he/she may have been harassed is encouraged to discuss the matter with the building principal and may file a complaint which will be investigated. Students who engage in harassment or retaliation for reports of harassment are subject to disciplinary action up to and including expulsion. [ORCSD Policy Code ACAA](#)

Smoking/Vaping

Smoking, including the use of tobacco products, e-cigarettes or vapor pens, is prohibited on school property or at school-sponsored events. Students who violate this policy are subject to disciplinary action up to and including suspension and violations may also be referred to law enforcement authorities.

Weapons in School

The Board believes that students and staff are entitled to learn and work in a school environment free of weapons, violence, threats, (including bomb threats), and other disruptive and illegal behavior. Students are expected to conduct themselves with respect for others and in accordance with Board policies, school rules, reasonable unwritten behavior expectations and applicable state and federal laws. Students who engage in prohibited conduct are subject to discipline up to and including expulsion from school. The District will also

report violations to law enforcement authorities in accordance with applicable state laws. Please see Board Policy - Dangerous Weapons in Schools. [ORCSD Policy Code JICI](#)

Consistent with the Gun –Free School Act of 1994, “any student who is determined to have brought a weapon to school, is subject to said policy ‘requiring’ the expulsion from school for a period of not less than one year (365 days).” In accordance with the intent of the act, the Superintendent may “modify the expulsion requirement on a case-by-case basis”.

Articles defined by law as dangerous weapons include, but are not limited to: knives, guns, firecrackers, potentially explosive chemicals, brass knuckles, etc. Also prohibited on school property are toy and antique weapons which could cause fear or disruption to the school environment.

Discipline Procedures

Below is a list of behavior examples, school procedures, and possible school support and intervention responses. Please note this list is not exhaustive and ORHS school administration reserves the right to use its discretion in addressing disciplinary incidents.

| Student Behavior Examples | School Procedures | School Support & Intervention Strategy Samples |
|--|---|---|
| Abusive language | The student is referred to the administrator | Community service |
| Cheating and lying | | Counseling |
| Classroom disturbance | An opportunity is provided for the student’s due process; to voice their side of the incident. | Detention |
| Classroom tardiness | | Instruction in conflict resolution, and/or anger management |
| Cuts/Truancy/ Unexcused absences | Administrator determines the support or intervention strategy needed. | Parent conference |
| Defiant failure to carry out a staff member’s reasonable instruction | A proper and accurate record of the offenses and action steps is maintained by the administrator. | Peer mediation |
| Disrespectful behavior toward others or school property | Parental contact may be made. | Rearrange class schedules |
| Failure to follow the rules of the school | | Restorative conference focuses on righting the wrong |
| Harassment/Sexual Harassment | | Restriction from extra-curricular activities |
| Improper behavior in hallways | | Temporary removal from class or activity (i.e. ISS) |
| Refusal to identify oneself to a staff person | | Other restorative practices |
| Using forged notes or excuses | | |

Discipline Procedures (Health and Safety)

| Student Behavior Examples | School Procedure | School Support & Intervention Strategy Samples |
|--|---|---|
| Arson | The student is referred to the administrator | Community service |
| Assault/Battery | An opportunity is provided for the student's due process; to voice their side of the incident. | Counseling |
| Bomb threat | | Expulsion |
| Bullying | Administrator determines the support or intervention strategy needed | Instruction in conflict resolution, and/or anger management |
| Driving to endanger | | Parent conference |
| Harassment/Sexual Harassment | A proper and accurate record of the offenses and action steps is maintained by the administrator. | Out of school suspension |
| Possession/use of prohibited substances including alcohol, drugs, tobacco, and/or vaping | | Rearrange class schedules |
| Possession/use of fireworks | Parental contact will be made. | Restorative conference focuses on righting the wrong |
| Possession/use/transfer of dangerous weapons | | Restriction from extra-curricular activities |
| Threats to others | | Temporary removal from class or activity (i.e. ISS) |
| | | Other restorative practices |

As the district moves towards restorative practices, interventions like: mediation, community service, educational opportunities, circles, etc. can be used. There are also times traditional discipline practices will be called for, like: detentions, internal suspension, and out of school suspension.

The intervention and disciplinary procedures in this handbook are intended as guidelines only. The administration reserves the discretion to impose consequences up to and including a recommendation for expulsion for violations of Board policies and school rules. In determining the level of discipline, the administration may consider any relevant facts and circumstances, including but not limited to the nature of the violation, the student's grade level, the student's behavior accompanying the violation, the student's willingness to cooperate with the investigation, and the student's prior disciplinary record. See also Board Policies: JICD-Discipline, Suspension and Dismissal; [ORCSD Policy Code JICD](#)

Students and parents should be aware that school infractions which are also crimes will be reported to the Durham Police Department. For example, according to state law (RSA 78:12-C) “No person under 18 years of age shall purchase, use, or possess tobacco products.” Similarly, since ORHS is a designated Drug-Free Zone, any person who violates the law with respect to possession of alcohol or controlled substances is subject to state and local police sanctions as well as school disciplinary measures.

Addendum:

Policies and Disclaimer

Should there be a conflict between School Board policy and this handbook, the policy with the most recent date shall take precedent over all other policies. Should School Board Policy be enacted which alters the contents of this handbook, it will be discussed publicly with updates published online.

| Policy Code | Name of Policy |
|-------------|---|
| AC | Nondiscrimination Policy/Equal Opportunity |
| ACA | ORCSD Racism Policy |
| ACAA | Harassment and Sexual Harassment Student |
| ADB | Drug-Free Workplace/Drug-Free School |
| ADC | Use of Tobacco Products Strictly Prohibited |
| JBAB | Transgender and Gender Nonconforming |
| J1 | Student Rights and Responsibilities |
| JIC | Student Conduct |
| JICA | Student Dress Code |
| JICC | Student Conduct on School Buses |
| JICD | Student Discipline & Due Process |
| JICFA | Student Hazing |
| JICH | Drug and Alcohol Use and Possession by Students |
| JICI | Weapons on School Property |
| JICL | Student Computer & Internet Use |
| JH | Attendance, Absenteeism & Truancy |
| JIH | Student Searches and Their Property |
| JLCD | Administrating Medication to Students |
| JLCF | Wellness |
| JLCJ | Concussions and Head Injuries |
| JLDBA | Behavior Management & Interventions |
| JLF | Reporting Child Abuse or Neglect |
| JLIE | Student Automobile Use |
| JO | Student Records |
| JQ | Student Fees, Fines and Charges |
| JRA | Student Education Records and Information |
| JRB | Confidential Student Information |
| JICK | Bullying and Cyberbullying |
| IHB | Establishing Criteria for Special Education Evaluations |
| | |
| | NH Procedural Safeguards |